

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 1-88PAGE
NO. 1.

1. Requesting Agency

WICOMICO COUNTY

2. Division or Bureau of Requesting Agency

BOARD OF SUPERVISORS OF ELECTIONS

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. CERTIFICATES OF CANDIDACY

Size: 8½" x 11"

Dates: 1952 - -

Quantity: ½ file drawer

File Arrangement: Chronological

Candidates for nomination for election to local public offices must file a Certificate of Candidacy showing the office filed for, the name of the candidate, his address and occupation, party affiliation, his place of registration, the amount of the filing fee, his signature, and certification by a notary or designated election official (Art. 33, Sec. 550, Annotated Code of Maryland, 1957 Cumulative Supplement). Attached to the Certificate is the notarized affidavit of the candidate stating that he is not a subversive person (Art. 85A, Sec. 15, Annotated Code of Maryland, 1951 Edition). Certificates of Candidacy for local offices must be filed not later than ten weeks or seventy days prior to the primary election with the Board of Supervisors of Elections. Candidates for State-wide offices and Federal offices file with the Secretary of State.

RECOMMENDATION: RETAIN FOR THE DURATION OF THE TERM OF OFFICE FOR WHICH THE CERTIFICATE IS FILED AND FOR THREE YEARS THEREAFTER, THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

COUNTY COMMISSIONERS OF WICOMICO COUNTY

Signature

President

Title

December 3, 1957

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.12/5/57
Date

Archivist

DEC 16 1957

Date

Secretary

1A
REQUIREMENT FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. C-103
PAGE
NO. 2.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

2. CANVASS SHEETS

Size: 12" x 36" sheets

Dates: 1934 - -

Quantity: 1 file drawer

File Arrangement: Chronological, then by precinct

Disposable Amount: 1½ cubic foot

The Canvass Sheets are filed with the original tally sheets, statements of returns and return sheets in some instances. The Sheets are prepared by the Board of Canvassers from the return sheets, statements of returns and the tally sheets which are transmitted to the Canvassers by the Supervisors of Elections, the County Commissioners, the Clerk of the Circuit Court, and the Register of Wills. The canvass shows the names of candidates and the district or precinct numbers, the voting machine number, the number of votes cast by district or precinct for each candidate, and the total number of votes cast. The statute of limitations on bringing suit in contested elections is thirty days from the date upon which the Judges of Elections announce the condition of the polls (Art. 33, Sec. 144-147, Maryland Code Annotated, 1957 Cumulative Supplement).

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL THIRTY DAYS AFTER THE CANVASS IS OFFICIALLY ANNOUNCED, WHICHEVER IS LATER, AND THEN DESTROY BY BURNING.

3. CLERK'S POLL BOOK

Size: 6" x 18" x ¼"

Dates: 1952 - -

Quantity: 140 volumes

File Arrangement: By district or precinct number

The Poll Book shows the names of the voters and lists them numerically in the order of their appearance at the polls. This record is used to post the voting record of each individual voter to the Register of Voters.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL POSTED TO THE REGISTER OF VOTERS, WHICHEVER IS LATER, AND THEN DESTROY BY BURNING.

4. GENERAL CORRESPONDENCE

Size: 8½" x 11"

Dates: 1954 - -

Quantity: 1 file drawer

File Arrangement: By subject

Disposable Amount: 1 cubic foot

APPROVED BY
BOARD OF PUBLIC WORKS

DEC 18 1957

APPROVED
HALL OF RECORDS COMMISSION

[Signature]

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. C-103

PAGE NO. 3.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

This file contains paid bills and invoices, and correspondence relating to applications for certificates of removal and change in party affiliations which information is entered in the Register of Voters.

RECOMMENDATION: RETAIN FOR FIVE YEARS, AND THEN DESTROY BY BURNING.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

DEC 16 1957

[Signature]
SECRETARY